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|  | EDLD 5365 ET8019 |

Memo

To: NewSchoolSpaces.net- Sheryl Abshire

From: Jack Robertson- Sundown I.S.D.

CC: Noel Lawson

Date:

Re: Content Management System

# Content Management System

We are requesting a custom Content Management System using Drupal-based services. The custom management system must include the following:

* **Create, Edit, & Publish Web Page**- Clients will need to have the ability to freely edit web pages within the confines of the CMS after the initial deployment. Editing should occur through the WYSIWYG interface. Once edits are made clients have the ability to publish the changes to the staging environment where they can view what their changes will look like before publishing to the live environment.
* **Content Templates**- Templates must reflect Sundown I.S.D. branding and must allow clients to display in a variety of layouts.
* **Video File Hosting**
* **Online Forms & Web Applications**
* **Custom JavaScript or Embedded Dynamic Code**
* **Wiki and Blog features**
* **Google Search within website**
* **Usability Services**
* **Upload HTML and other website content without knowledge of FTP**
* **Blog Posting**
* **Upload Podcasts**
* **RSS Feed setup from website**

# Service Level Agreement

A Service Level Agreement is required and must include the following criteria:

* **Google Search Compliance** 
  + Website search capabilities
* **Google Analytics**
  + Connection to Google Analytics allowing statistical reporting
* **Create Website**
  + The service provider will work with the client to develop a recommended site architecture and navigation structure based on client’s goals and objectives.
* **Create, Edit, & Publish Web Page**
  + Clients will need to have the ability to freely edit web pages within the confines of the CMS after the initial deployment. Editing should occur through the WYSIWYG interface. Once edits are made clients have the ability to publish the changes to the staging environment where they can view what their changes will look like before publishing to the live environment.
* **Document and Image Hosting**
* **Friendly URLs**
* **Video File Hosting**
* **Online Forms and Web Applications**
* **Custom JavaScript or Embedded Dynamic Code**
* **Wiki and Blog Features**
* **Web Hosting**
* **Security**
  + Access Levels and Roles
* **Usability Services**
* **On boarding**
  + The service provider may assist with on boarding new clients in the CMS. The service providers may work with the client to perform a content analysis, if a web site already exits, and recommend a site structure and hierarchy.
* **Content Migration**
  + The Service Provider shall work with the client to populate the web site once the hierarchy has been established by the client and the service providers.
* **Training**
  + The service provider shall work with the client to train the on the functions of the CMS.
* **Deployment**
  + The service provider will assist in all aspects of the client web site’s initial deployment.
* **Supported Browsers & Operating Systems**
  + Internet Exployer 6,7, and 8
  + Firefox 2 and 3
  + Safari 2 and 3
  + Google Chrome
  + Display capable of 1024 x 768 resolution or higher
* **Maintenance or Service Changes**
  + Advanced notice to clients about regular maintenance is required